

VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, MAY 13, 2014
SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD

The May 13, 2014 meeting of the Village of Sister Bay Board of Trustees was called to order by Village Administrator Zeke Jackson at 6:04 PM. Jackson explained that President Lienau would not be able to attend this meeting, and, therefore, before any business items could be addressed an Acting President would have to be nominated and duly elected.

Present: Trustees Pam Abshire, Scott Baker, John Clove, Pat Duffy, Donna Scattergood and Nora Zacek.

Excused: Village President Dave Lienau

Staff Members: Village Administrator Zeke Jackson, Finance Director Juliana Neuman, Utilities Manager Steve Jacobson, Consultant Robert Kufrin and Janal Suppanz, Administrative Assistant.

Others: Laddie Chapman, Mike Konecny and Amber Dreweski of Schenck, SC, and Paige Funkhouser.

Approval of minutes as published:

As to the minutes for the April 14, 2014 meeting of the Village Board:

A motion was made by Duffy, seconded by Baker to approve the minutes for the April 14, 2014 meeting of the Village Board as presented. Motion carried - All ayes.

As to the minutes for the April 25, 2014 joint meeting of the Village Board and the Parks, Properties and Streets Committee:

A motion was made by Duffy, seconded by Baker to approve the minutes for the April 25, 2014 joint meeting of the Village Board and the Parks, Properties and Streets Committee as presented. Motion carried – All ayes.

Comments and Correspondence:

A copy of a quarterly call log which had been received from the Door County Sheriff's Department was included in the meeting packets and the Board members jointly reviewed that document. Jackson also noted that a flyer regarding an upcoming Climate Change conference as well as the poster for Sister Bay's Field & Street Rally had been included in the meeting packets. He then asked if anyone wished to address a non-agenda item, but no one responded. At that point Jackson asked for nominations for someone to serve as Acting Village President.

Duffy nominated Clove, and that nomination was seconded by Abshire. Clove nominated Duffy, and that nomination was seconded by Scattergood.

A motion was made by Scattergood, seconded by Abshire that nominations for Acting President of the Village Board be closed, and that motion carried. Clove and Duffy both accepted their nominations, and a show of hands was then taken, at which time Clove was elected 4 to 2. He then assumed the duties of Acting Village Board President and presided over the meeting.

New Village Board Business Items

Item No. 1. Open Board of Review; Consider a motion to adjourn until June 17, 2014 from 5:00 P.M. to 7:00 P.M:

At 6:10 P.M. Clove called the Board of Review for the Village of Sister Bay to order.

At 6:11 P.M. a motion was made by Baker, seconded by Duffy to adjourn the Board of Review Session until Tuesday, June 17, 2014 from 5:00 P.M. to 7:00 P.M. Motion carried – All ayes.

Item No. 2. Discuss and consider a motion to amend the Village of Sister Bay Board of Trustee's Bylaws:

Item No. 3. Discuss and consider a motion to amend the Village of Sister Bay's Committee/Commission Bylaws:

Item No. 4. Discuss and consider a motion to confirm President Lienau's committee appointments:

A motion was made by Abshire, seconded by Scattergood that Agenda Item No. 2 – Discuss and consider a motion to amend the Village of Sister Bay Board of Trustee's By-Laws; Agenda Item No. 3 – Discuss and consider a motion to amend the Village of Sister Bay's Committee/Commission Bylaws; and Agenda Item No. 4 – Discuss and consider a motion to confirm President Lienau's committee appointments, shall all be tabled until the next regular meeting of the Village Board. Motion carried – All ayes.

Item No. 5. Discuss and consider a motion to approve Resolution No. 286 authorizing the sale of Village of Sister Bay Parcel No. 181-26-00001L1 on S. Highland Road:

At its January 8, 2014 meeting the Parks, Properties and Streets Committee asked the Village Administrator to try to sell Village of Sister Bay Parcel No. 181-26-00001L1. An advertisement for bids was made, and the deadline for submittal of those bids is May 31, 2014. To date one bid has been received. Disposal of the property will decrease maintenance costs, and return it to the tax rolls as well as provide additional capital for the Village. A proposed Resolution which authorizes the sale of the property to the highest bidder was included in the meeting packets.

A motion was made by Duffy, seconded by Baker that the Village Board accepts the recommendation of the Parks, Properties and Streets Committee and adopts Resolution No. 286, which authorizes the sale of Village of Sister Bay Parcel No. 181-26-00001L1 on South Highland Road. Motion carried – All ayes.

Item No. 6. Discuss resurfacing of Woodcrest Road:

At its April 14, 2014 meeting the Village Board voted to accept the Door County Highway Department's proposal for repairs to Scandia Road (from its intersection with S. Bay Shore Drive to its intersection with Woodcrest Road), and to Woodcrest Road, (from its intersection with Scandia Road to the intersection with Autumn Court). The estimated cost of those repairs was \$94,960. That proposal did not include repairs to the remaining Village-owned portion of Woodcrest Road, which has also taken a beating during the past few months as that road has been used as a detour while work was done on the Bay Shore Drive Utility Project. The estimate for that work is \$37,700, so the total cost of the project could be as high as \$132,660, but there is a \$6,000 credit available from Dorner Construction. Since the detour was established as a result of work being done on the Utility Project, Jackson and Neuman are recommending that up to \$25,000 of the previously mentioned expenses be charged to that project. The Village currently has \$88,606 available in the Capital Projects Fund reserves for street resurfacing, as well as LRIP grant funds of \$15,000, for a total of \$103,606. Neuman is suggesting that 80% of the \$25,000 to be charged to the Utility Project, or that up to \$20,000

1 be charged to the Utility portion of the Bay Shore Drive Project and up to \$5,000 be charged to
2 the storm water portion of the project.

3
4 *A motion was made by Baker, seconded by Scattergood that the Village Board accepts the*
5 *Door County Highway Department's proposal to extend the repairs on Woodcrest Road from*
6 *its intersection with Autumn Court to the intersection with CTH "ZZ". The cost of that work*
7 *shall not exceed \$37,700, and the allocations which were recommended by the Finance*
8 *Director shall be made. Motion carried – All ayes.*

9
10 **Item No. 7. Presentation of the 2013 Audit by Michael Konecny of Schenck, SC:**

11 Mike Konecny of Schenck, SC made a presentation regarding the 2013 Audit for the Village of
12 Sister Bay and explained the various portions of the Draft Management Communications Letter
13 and the Annual Financial Report which had been included in the meeting packets. During the
14 review process Konecny noted that when they conducted this year's audit he and the other
15 auditors did not detect any issues which were determined to be material weaknesses. They also
16 did not find any significant difficulties or uncorrected misstatements, and did not have any
17 disagreements with management with respect to the audit. The question arose as to whether
18 other municipalities assess PILOT's for their Utilities Departments, and Konecny responded that
19 most of them do, especially if the departments are operating as enterprise funds. The Village
20 currently has an Ordinance on file which prohibits that type of assessment, so unless a new
21 Ordinance is adopted that would not be possible. The question also arose as to whether the
22 Marina will ever receive any T.I.F. revenues, and Konecny responded that if and when T.I.F.
23 revenues are realized reimbursement of approximately \$33,000 should be made. The auditors
24 are recommending that the Village implement procedures which will provide for the issuance
25 of receipts or making of general ledger entries on the same day as any money is received. The
26 implementation of such a procedure would provide additional internal control and assist in the
27 review and monitoring of daily accounting transactions. Neuman noted that a receipting
28 module has been ordered and should be utilized soon.

29
30 *A motion was made by Duffy, seconded by Abshire that the Village Board accepts the 2013*
31 *Annual Audit Report for the Village of Sister Bay as presented. Motion carried – All ayes.*

32
33 **Item A. Opening of the joint meeting of the Bay Shore Drive Committee and the Village**
34 **Board:**

35 *The joint meeting of the Bay Shore Drive Committee and the Village Board was called to order*
36 *by Clove at 7:16 P.M.*

37
38 **Item B. Discuss and consider a motion to recommend approval of bids from WPS and other**
39 **overhead utilities contractors for the burial of overhead utilities along Bay Shore Drive:**

40 For the benefit of the new Board members Kufrin explained the Bay Shore Drive Reconstruction
41 Project schedule and reviewed some of the information which was presented at a series of
42 public meetings. He also noted that an overwhelming number of Village residents and business
43 owners have indicated that they would like to see the overhead utility lines eliminated in the
44 downtown area, and then presented a map which depicts potential routes for burial of utility
45 lines. The State will be starting their work on the Bay Shore Drive Reconstruction Project in
46 2015, and, therefore, they would like Village officials to make a decision regarding the
47 preferred burial plan by May 21, 2014. If the lines are buried it is possible that some borrowing
48 will have to be done, but some of those expenses could be offset by grant funds and the sale of
49 Village owned property. Discussion took place regarding this issue, and it was the consensus
50 that "Option A" is preferred. Therefore, the Bay Shore Drive Reconstruction Oversight
51 Committee made that recommendation.

1 A motion was made by Clove, seconded by Abshire that the Village Board will be honoring the
2 wishes expressed by its constituents and the members of the business community, and,
3 therefore, accepts the recommendation of the Bay Shore Drive Reconstruction Oversight
4 Committee that the plan for burial of overhead utility lines in downtown Sister Bay which has
5 been labeled "Option A" be approved. The Village Administrator shall enter into contracts for
6 implementation of the necessary work, which shall extend from the intersection of N. Bay Shore
7 Drive with STH 57 to its intersection with Scandia Road, and the cost of that work shall not
8 exceed \$1,000,000.00. The Village Administrator is authorized to investigate financing options
9 for the project. Motion carried – All ayes.

10
11 **Item C. Adjournment of the joint meeting of the Bay Shore Drive Committee and the Village**
12 **Board:**

13 At 7:57 P.M. a motion was made by Duffy, seconded by Baker that the joint meeting of the Bay
14 Shore Drive Committee and the Village Board be adjourned. Motion carried – All ayes.

15
16 **Item No. 8. Presentation on insurance issues by Scott Baker:**

17 Baker recently attended a League of Municipalities conference on insurance issues on behalf of
18 the Village and gave a brief summary of the information which was presented. He thought the
19 conference was very worthwhile and is suggesting that Village officials see that documentation
20 regarding Agility's recovery assistance program be completed. It was the consensus that this
21 shall occur.

22
23 **Item No. 9. Discussion regarding scheduling of a date for a second Village Board Meeting in**
24 **May, 2013:**

25 **Item No. 10. Report on County activities from the County Supervisor, Dave Lienau:**

26 Since Lienau was not able to attend this meeting neither of these agenda items were addressed.

27
28 **Item No. 11. Review of the financial statements and consideration of a motion to approve the**
29 **monthly bills:**

30 Budget Reports for the first quarter of 2014 as well as Payment Approval Reports for the period
31 April 17, 2014 through May 13, 2014 were included in the meeting packets and the Board
32 members jointly reviewed all of those documents. Neuman noted that due to an oversight on
33 her part a monthly bill summary report was not included in the meeting packets. She has
34 determined that the monthly bills total \$174,020.26, but that figure does not include two
35 payrolls. Dorner Construction has also submitted a document labeled Request and Certification
36 For Payment No. 3 in the amount of \$487,848.20.

37
38 A motion was made by Clove, seconded by Baker that the monthly bills depicted on the reports
39 which are included in the meeting packets totaling \$174,020.26, as well as two payrolls and
40 Request and Certification For Payment No. 3 submitted by Dorner Construction for
41 \$487,848.20 are all approved. Motion carried – All ayes.

42
43 **Committee Reports:**

44 **(1) Administrative Committee/Public Relations Committee**

45 The Administrative Committee has not met.

46
47 **(2) Bay Shore Drive Reconstruction Oversight Ad Hoc Committee**

48 The Bay Shore Drive Reconstruction Oversight Ad Hoc Committee just met a few minutes ago.

49
50 **(3) Communication and Technology Committee**

51 The Communication and Technology Committee has not met recently.

(4) Door County Coastal Byways Commission

The Door County Coastal Byways Commission just met last Thursday. A final request for reimbursement has been submitted to the Federal Highways and Byways Commission.

(5) DCEDC

The DCEDC just met yesterday. On May 21, 2014 there will be a grand opening ceremony for the Door County Visitor Bureau's electric vehicle charging station in Sturgeon Bay.

(6) Economic Development Committee

The Economic Development Committee has not met recently. Jackson noted that Kurt Kaiser recently approached him and asked if it would be possible for him to serve an internship for the Village. He gratefully accepted Kaiser's offer and has asked him to work on economic development grant applications.

(7) Finance Committee

No action based on the minutes which were included in the meeting packets.

(8) Fire Board and Fire District Exploratory Committee:

No action based on the minutes which were included in the meeting packets. The Fire District Exploratory Committee has not met recently.

(9) Historical Society

No action based on the minutes which were included in the meeting packets. There has been ongoing discussion about moving the little old school which is currently utilized as the Visitor Center out to the Corner of the Past.

(10) Library Commission

No action based on the minutes which were included in the meeting packets. The Garden Dedication Ceremony will be conducted on July 12, 2014. It is Abshire's understanding that all the Board members will be invited to that ceremony.

(11) Marina Committee and Marina Fest Committee:

No action based on the minutes which were included in the meeting packets.

The Marina Fest Committee has not met recently.

(12) Parks

No action based on the minutes which were included in the meeting packets.

(13) Personnel Committee

The Personnel Committee has not met recently.

(14) Plan Commission

No action based on the minutes which were included in the meeting packets. Due to scheduling conflicts, this month's Plan Commission Meeting will not be conducted until Tuesday, May 27, 2014.

(15) SBAA

No action based on the minutes which were included in the meeting packets.

1 **(16) Teen Center**

2 The Teen Center Board has not met recently.

4 **(17) Tourism Zone Commission**

5 No action based on the minutes which included in the meeting packets.

7 **(18) Utilities**

8 The Utilities Committee has not met recently.

10 **(19) Administration/Compensation Oversight**

11 No action based on the minutes which were included in the meeting packets.
12 Recommendations should be forthcoming from the Committee soon.

14 **(20) Waterfront Oversight**

15 The Waterfront Oversight Committee has not met recently.

17 **(21) Zoning Board of Appeals**

18 The Zoning Board of Appeals has not met recently.

20 **Item No. 12. Discussion regarding matters to be placed on a future agenda or referred to a committee, official or employee:**

21 There were no suggestions for matters to be placed on a future agenda or referrals to a
22 committee, official or employee. The Board members did discuss the possibility of rescheduling
23 some of the regular monthly committee and commission meetings. This will initially be
24 addressed by the Administration Committee.

27 **Adjournment:**

28 *A motion was made by Baker, seconded by Duffy to adjourn the meeting of the Board of*
29 *Trustees at 8:31 P.M. Motion carried – All ayes,*

31 Respectfully submitted,

32 

33 Janal Suppanz,
34 Administrative Assistant